



# Northeastern University

## Graduate School of Engineering

Graduate School of Engineering  
130 Snell Engineering Center  
Northeastern University  
360 Huntington Avenue  
Boston, MA 02115-5000

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Fax: 617.373.2571  
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### PETITION FORM

Follow the instructions on the next page. Use **fillable pdf** or PRINT CLEARLY to ensure your writing is legible. You must provide **all** required supporting documents before a final decision is made on your petition.

NU ID \_\_\_\_\_ Current Program/Concentration \_\_\_\_\_

Name \_\_\_\_\_  
Last or Family Name First or Given Name Middle Name

Local Address \_\_\_\_\_  
Street/Street # City State Zip code

Phone \_\_\_\_\_ Husky E-Mail \_\_\_\_\_@husky.neu.edu

Current Degree Level: ☐ MS ☐ PhD ☐ Certificate Only ☐ Special Student ☐ International ☐ Domestic

Check all that apply: ☐ Elective outside core curriculum ☐ Core course waive  
☐ Change in status ☐ Course repeat/official substitution ☐ Extension of time limit to program completion  
☐ Other (specify): \_\_\_\_\_

1. For each course concerned, please provide the information below:

Course Name	Term	CRN #	Course #	# Credits

2. What are you petitioning? Please explain (attach separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Student signature: \_\_\_\_\_ Date \_\_\_\_\_

### SUBMIT PETITION AND ANY SUPPORTING DOCUMENTS TO YOUR PROGRAM ADVISOR

Program Advisor Recommendation: ☐ Approved ☐ Denied

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Advisor's comments and/or instructions \_\_\_\_\_ Date \_\_\_\_\_

ECE Graduate Committee Chair (ECE students only) \_\_\_\_\_ Date \_\_\_\_\_

Graduate School ☐ Approved ☐ Denied ☐ No Action ☐ Returned for additional information ☐ ASC Report filed

Comments to student: \_\_\_\_\_

Graduate school authorization \_\_\_\_\_ Date \_\_\_\_\_ Effective Term \_\_\_\_\_

**THE GRADUATE SCHOOL OFFICE WILL EMAIL YOU A COPY OF THIS FORM AFTER A DECISION IS MADE.**

SUBMIT YOUR PETITION WITH ALL REQUESTED SUPPORTING DOCUMENTATION TO YOUR PROGRAM ADVISOR. YOUR PROGRAM ADVISOR WILL FORWARD IT TO THE GRADUATE SCHOOL OF ENGINEERING.

NOTE THAT PETITIONS MAY TAKE UP TO 2 WEEKS TO PROCESS, SO PLEASE PLAN ACCORDINGLY.

#### **ELECTIVE OUTSIDE APPROVED LIST OF COURSES FOR PROGRAM OF STUDY**

If the course you wish to take is not listed in the approved curriculum in the University Graduate Catalog for your year of entry into the program OR in the current year Catalog, you must request permission from your academic advisor to take the course BEFORE registering for the course. Failure to obtain permission to take the course may result in the course not counting toward your graduate degree.

#### **CORE COURSE WAIVER**

A student may petition to waive any core, or required, course when he or she has completed equivalent or similar course work elsewhere. The student must submit a completed petition form, along with a course description and official transcript from the institution where he or she completed the course.

*Note:* Course waivers *do not* decrease the number of required semester hours in any program of study.

#### **CHANGE IN STATUS**

FULL-TIME TO PART-TIME: Students who hold an F-1 or J-1 visa, have an assistantship, or are on Co-op are not eligible.

PART-TIME TO FULL-TIME: Minimum 3.000 QPA after 8 SH have been completed while a part-time student. Students who hold an H-1 visa are not eligible.

#### **COURSE REPEAT/SUBSTITUTION**

The Graduate School of Engineering allows students to repeat up to 8 semester hours of course work beyond stated minimum degree requirements in order to attain the required 3.000 GPA for graduation. In some cases, it may not be possible to repeat a course if a student wishes to do so. In certain, unusual circumstances, students may petition to substitute one course for another they have already taken, as long as the subject matter of both courses is substantially alike. Within the above limitations for extra or repeated courses, a student must repeat any required core course in which he or she earns below a grade of C.

Students must obtain approval from their program advisor and the Graduate School of Engineering prior to repeating a course.

#### **EXTENSION OF TIME LIMIT TO COMPLETE PROGRAM**

In the case of the Doctor of Philosophy degree, after the establishment of degree candidacy, a maximum of five years is allowed for the completion of degree requirements. All master's degree course credits earned in a program of graduate study, or accepted by transfer, are valid for a maximum of seven years. To request an extension, include the reason(s) for your request, an intended course of action, and length of time needed to complete degree requirements..